



Admissions and Over-Subscription Criteria Policy

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St Andrews Major C/W Primary School

St Andrews Major Church in Wales Primary School is a Voluntary Aided Primary School with a distinctively Christian character. The admissions and over-subscription policy is based on the following principles:

- the school's Christian ethos and its close links with its Parish churches, emphasising the importance of prayer, worship and Christian teaching;
- the school's commitment towards supporting the family, equal opportunities and non-elitism;
- our role as a local educational establishment serving the local community;
- our role as a school fulfilling its statutory educational requirements.

Dates for submitting applications

Applications for Nursery and Reception should be submitted in line with the Vale of Glamorgan's schools' admission dates which are agreed and published annually. All dates regarding admission to Nursery and Reception will be published in advance, including on the school's website and weekly newsletter.

Admission number

The capacity of the school is calculated using the Welsh Government Circular 021/2011 – Measuring the capacity of schools in Wales. The capacity of the school is 210 pupils. The Admission Number is the number of pupils that the Governing Body shall admit to a year group in the school and is calculated from the capacity of the school. The Admission Number for this school calculated by the Local Authority is **30**.

Class sizes

The school will ensure compliance with the statutory infant class size regulation and Key Stage 2 classes will be limited to **30** children, as per Welsh Government directives. This will be the case unless 'excepted pupils' are admitted following a decision by the Independent Appeals Panel, as specified by class size regulations.

Admission to the Nursery

Part-time Nursery provision at St Andrews is for a maximum of 30 children for either morning or afternoon places (15 for each session). Parents are entitled to apply for a part-time place for their child, from the start of the Autumn Term following their third birthday. Morning or afternoon places will be decided by the head teacher.

Admission to Reception

Children who are four years of age up to and including 31 August in a given year shall be eligible for admission to Reception in September of that year. However, parents may choose to defer their child's entry until the term following their child's fifth birthday. In the case of summer births, admission would therefore be in to Year 1.

All applicants up to the admission number of **30** will be admitted. Where applications for the Reception class exceed the admission number, all applications will be assessed against the oversubscription criteria, listed below.

Where the number of applications for admission to the school exceeds the number of places available, the Governing Body will apply the criteria set out below, in the order stated, to allocate places up to the Admission Number.

The Governing Body shall give priority to:

1. Looked after children and previously looked after children.
2. Children with a Statement of Special Educational Need, which names the school, as determined by the Local Education Authority.
3. Children of parents who regularly attend an Anglican church in the Parish of St Andrew's Major with Michaelston-le-Pit.
4. Children who live within the Parish of St Andrew's Major with Michaelston-le-Pit.
5. Children of parents who live outside the parish and attend an Anglican church.
6. Children whose parents wish them to be educated at St Andrews Major C/W Primary School.

Where the number of applicants within a category exceeds the number of places available, the following qualifying criteria shall be applied:

- 1) Priority shall be given within each category to children who have a sibling, an elder brother or sister, who already attends St Andrews Major Primary School (in Reception to Year 5) at the time of making the application, and shall be attending together with their sibling upon admission. Priority will be by reference to the youngest sibling in the school, the youngest commanding the highest degree of priority.
- 2) Children resident within the local parish in closest proximity to the school. Local parish means resident within the local parish of St Andrews Major (Dinas Powys) with Michaelston-Le-Pit. Distance shall be measured by the safest available walking route from home to school using the Geographical Information System (GIS) adopted by the Vale of Glamorgan. A map showing the Parish boundary may be viewed at the school.
- 3) For children resident outside the parish, priority shall be given to those residing in closest proximity to the school. Distance shall be measured by the safest available walking route from home to school using the Geographical Information System (GIS).
- 4) If when applying the oversubscription criteria the last child to be admitted is one of a multiple birth the governors will admit the other sibling(s). In Foundation Phase these children would be regarded as excepted children.

*All children who are not successful in being offered a place will be put on a waiting list until 30th September in the school year for which they have applied. Parents/guardians will be contacted by the school should a place become available.

DEFINITIONS:

Definition of active involvement at a church:

By active involvement at a church we understand the following: baptism; regular church attendance (at least fortnightly); Sunday school attendance. Baptism shall be considered alongside regular attendance. A more specific indication of attendance shall be requested on the application form. When dealing with applications based on faith commitment, parish priests or local ministers will be contacted to verify application details.

Definition of the local parish:

The local parishes are St Andrew's Major, St Peter's and Michaelston-le-pit. A map showing the Parish boundary may be viewed at the school.

Definition of sibling

For admission purposes a sibling is a child who is the brother / sister, half-brother / sister (children who share one common parent), step brother / sister (who reside at the same address for at least part of the week). This definition also includes adopted or fostered children at the same address. Any sibling connection must be stated on the application form.

Distance from school:

Distance to school shall be measured from the main entrance of the family home (place of residence) to the main gate of the school, using the Geographical Information System (GIS) adopted by the Vale of Glamorgan Council.

Place of residence:

The child's ordinary place of residence shall be deemed to be a residential property at which the person or persons with parental responsibility for the child resides at the closing date for receiving applications for admission to the school.

Where parental responsibility is held by more than one person and those persons reside at separate properties, the child's ordinary place of residence shall be deemed to be that property at which the child resides for the greater part of the week, including weekends.

NOTES:

Notification of the Governors' decision:

The applicant's parents or carers shall be informed of the Governors' decision for entry to Nursery and Reception (for the following September) in line with the Local Authority published dates.

Right of Appeal:

If a child is not offered a place, parents have the right to appeal against the decision of the Governing Body. The appeal should be made in writing within 15 days of notification, addressed to the Chair of the Governors, c/o St Andrews Major C/W Primary School, St Andrews Road, Dinas Powys, Vale of Glamorgan, CF64 4HB.

The appeal shall be considered by an independent Admission Appeal panel, administered by the Llandaff Diocesan Board of Education, according to the Welsh Assembly Government's Code of Practice on School Admission Appeals. The parents are invited to an appeal hearing within 14 days (10 working days) from the date the appeal is submitted to the panel.

*** Nursery Education is not compulsory and parents have no right of appeal if their application for a Nursery place is unsuccessful.**

Applicability of this policy:

New versions of this admissions and over-subscription policy shall be effective from 1 September (start of a new academic year) 12 calendar months after its date of formal adoption by the full governing body.

This is in order to ensure that parents of applicant children have sufficient notice of the over-subscription policy when selecting a school.